

UNITED STATES DISTRICT COURT
Middle District of Florida
Office of the Clerk
Sam Gibbons United States Courthouse
Tampa, FL 33602

Sheryl L. Loesch
Clerk

Welcome to Jury Service in the Middle District of Florida, Tampa Division. We hope you find this information useful and your experience as a federal juror interesting.

REPORTING DATE: The Court uses an interactive telephone recording system to schedule jurors. The toll-free number is 1-866-313-2350. You **must** call the recorded message on the date and time which appear on the front of your summons.

When calling the toll-free recorded message to receive your reporting instructions, you must have your 9-digit participant number (which appears above your name on the front of your summons) to access the system. Call the evening of the last working day prior to the scheduled appearance date. In some instances, you will be told to report as directed; however, you may also be informed **not** to report on the date specified on the summons, but to report at a later date/time or to call the same toll-free number for further reporting instructions. Should you report for jury service without first calling **1-866-313-2350** for final instructions as outlined above, you **will not be reimbursed.** The recording will be available all weekend. The Tampa jury office is closed from 5:00 p.m. on Friday until 7:30 a.m. on Monday (and on federal holidays), therefore any messages left on Jury Staff's voice mail may not be returned until Monday morning.

JUROR INFORMATION CARD: This is the bottom portion of the Summons for Jury service that prospective jurors must fill out and return to the Court by mail within five (5) days of receipt.

LENGTH OF SERVICE: Petit Jurors are "on call" for approximately one month beginning on the date that appears on the front of your summons. Tampa jurors are generally used "on call" for a two-week term, but on rare occasions are needed for the

month. Tampa seats juries on the first work day of each week. If not seated on a jury, you are basically free for that week; however, you must call the toll-free number after 6:00 p.m. on Friday evenings and follow instructions. Jury trials vary in length. The majority of our trials last two to four days. In the event of a lengthy trial, the Court will consider special hardship requests for excuse. Once your trial is over you are excused for the remainder of your term. **Grand Jurors** will receive reporting instructions on the day of impanelment.

REQUEST AN EXCUSE: All requests for excuse, postponements and deferral must be IN WRITING to the Jury Staff or by using the electronic excuse form on our website at www.flmd.uscourts.gov. All written letters or electronic excuses should be received in Tampa where your jury service is to take place, no later than five (5) days prior to your reporting date. All letters must be written by you, the prospective juror, and may not come from your employer. **No oral excuses will be taken over the phone.** PLEASE DO NOT WAIT UNTIL YOUR FIRST DAY OF JURY SERVICE TO REQUEST AN EXCUSE. IF YOU DO SO, AND YOU ARE EXCUSED, THE COURT WILL NOT PAY YOU OR GIVE YOU CREDIT FOR THAT DAY'S ATTENDANCE. When a juror submits a request for excuse, deferral or postponement, IT IS THE JUROR'S RESPONSIBILITY TO VERIFY THAT THE REQUEST HAS BEEN GRANTED. To check the status of a pending request for excuse, deferral or postponement (please allow 5-7 business days after submitting your request), call the automated jury information system at 1-866-313-2350 (you must have your 9-digit participant number from the front of your summons in order to use this system) and follow the audio prompts. If you are 70 years of age or older and do not wish to serve, put that information in writing and you will be excused from jury service.

PARKING: The Federal Courthouse is at the intersection of Florida Avenue and Polk Street, easily accessible from Interstate 275 at Ashley Street. Jurors must park in the William F. Poe Garage, (P1 on the map) located at 802 North Ashley, or the Twiggs St. Garage located at 900 East Twiggs Street (P2 on the map). Bring your parking ticket with you for validation. If your vehicle exceeds a height of 6'8", you must obtain a parking permit and ticket from the City of Tampa Parking cashier. You may also park on the street at 900 East Twiggs Street. Bring your parking ticket with you for validation. The Courthouse opens at 7:30 a.m. **In addition to referring to the Florida Statutes for an explanation of exemptions provided, disabled jurors may also check the Court's website www.flmd.uscourts.gov or contact the Jury Staff for additional information on disabled parking. (See map on back for parking garages).**

ATTENDANCE FEES, MILEAGE & SUBSISTENCE: Jurors are paid \$40.00 per day plus the current federal government mileage allowance and tolls. All U.S. government employees, except postal employees, will continue to receive their regular salary in lieu of an attendance fee. If you live 60 miles or more from the courthouse, a subsistence allowance will be paid to you if it becomes necessary for you to spend the night.

SUBSISTENCE RULES - Applies to Hotel stay only and a hotel receipt must be provided to the jury staff:

1. You may stay in town the night before you are to report if your reporting time is before 11:00 a.m. (If you call in on Friday and are directed to report on Monday at 7:45 a.m., you may travel to the Tampa Division Sunday and spend Sunday night. You would receive an attendance fee for your travel day (Sunday) and receive a subsistence allowance for Sunday night).
2. You may spend nights in between consecutive days on which you are scheduled for jury service. (If you are selected Monday and you must return Tuesday, you may spend the night and receive the subsistence allowance rate that applies to you).
3. You may not spend the night after jury service ends unless extraordinary circumstances exist which must be approved prior to your stay.
4. Subsistence allowances are set by Washington, D.C. and are specific to the city to which you are reporting.

ATTIRE: Jurors are expected to conduct themselves with reserve and courtesy and, to dress appropriately to preserve the dignity of the Court. **NO JEANS OR SHORTS ALLOWED. Do not bring cell phones, electronic devices, pocket knives or weapons of any kind to the courthouse. You will not be permitted to bring them into the building.** A photo ID is required when entering the courthouse.

PENALTIES: Jurors who fail to report to court when instructed to do so may be served by the United States Marshal Service with an Order to Show Cause why the prospective juror should not be held in contempt of court for not appearing. Upon a finding of contempt, the Court could impose statutory penalties.

QUESTIONS: Direct questions to Jury Staff (call collect, if necessary) at 813-301-5452 or 813-301-5475. Or check our **Frequently Asked Questions About Jury Service** on the Court's website at www.flmd.uscourts.gov, under the Jury Info heading.

ALL ABOARD!



STREETCAR **TECO** SYSTEM

STREETCAR FARES AVAILABLE ON BOARD:

ONE-WAY CASH FARE \$2.00

Applies when boarding in either direction of travel

DISCOUNT CASH FARE - \$1.00

For seniors 65 or older, youths 17 or younger, those on Medicare or with disabilities.

CHILDREN 4 AND UNDER - RIDE FREE when no taller than the farebox and accompanied by a fare paying adult.

1-DAY UNLIMITED FARECARD \$4.00

For use on the Streetcars, In-Town Trolleys and HARTline local buses.

DISCOUNT 1-DAY UNLIMITED FARECARD - \$2.00

For seniors 65 or older, youths 17 or younger, those on Medicare or with disabilities.

EXACT FARE OR FARECARD REQUIRED CONDUCTORS DO NOT MAKE CHANGE

STREETCAR INFORMATION & HARTINFO LINE:


813-254-4278

VISIT

WWW.TECOLINESTREETCAR.ORG

TECO Line Streetcar System operated by Hillsborough Area Regional Transit Authority

STREETCAR	TECO	SYSTEM
Route & Stops		
MON-WED	11am - 10pm	
THU	11am - 11pm	
FRI	11am - 2am	
SAT	9am - 2am	
SUN	Noon - 8pm	
Service every 15-20 min Except 9-11am and 1-2am Service every 30 min		
Exact Fare or FareCard Required Check hartline.org for Holiday Hours		

Route 96  **Stops**

MON-THU 6am - 9pm
FRI 6am - 10pm

Service every 15 min

Route - Service only
MON-FRI 6am-6pm

50¢ Exact Fare or FareCard Required
Check hartline.org for Holiday Hours

In-Town Trolley Hyde Park

Route 98 Stops

MON-THU 11:30am - 6pm
Service every 15 min
6pm - 9pm
Service every 30 min

FRI & SAT 11:30am - 9pm
Service every 15 min
9pm - 11pm
Service every 30 min

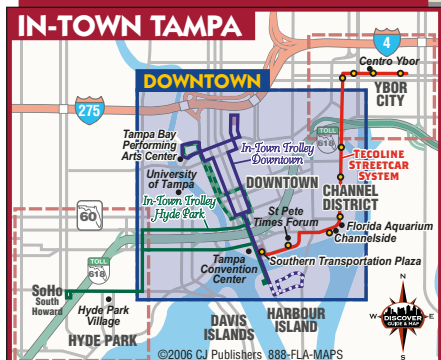
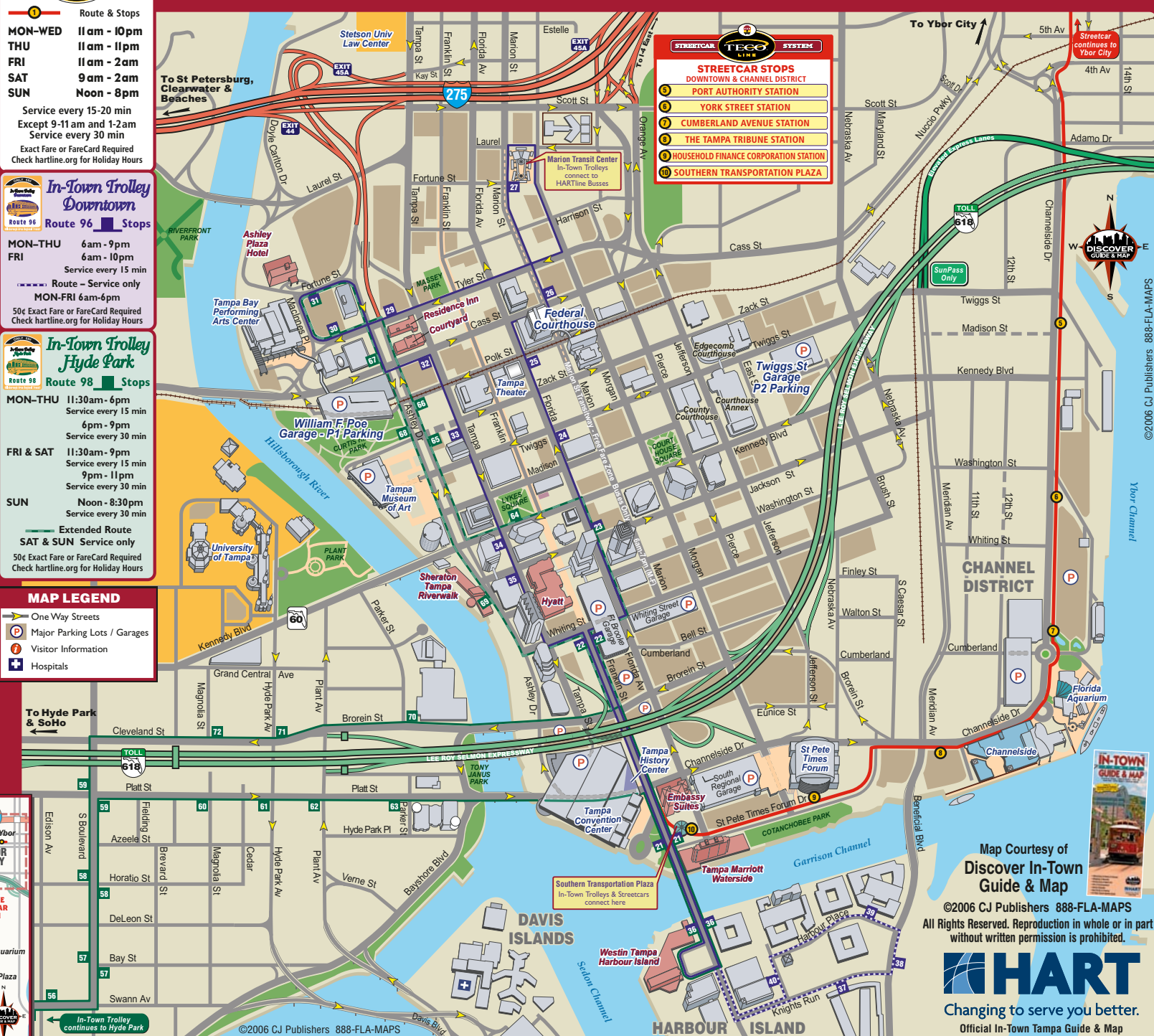
SUN Noon - 8:30pm
Service every 30 min

Extended Route
SAT & SUN Service only

50¢ Exact Fare or FareCard Required
Check hartline.org for Holiday Hours

MAP LEGEND
One Way Streets
Major Parking Lots / Garages
Visitor Information
Hospitals

DOWNTOWN TAMPA with CHANNEL DISTRICT & HARBOUR ISLAND



Map Courtesy of
**Discover In-Town
Guide & Map**

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HART
Changing to serve you better.
Official In-Town Tampa Guide & Map

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